

Training workshop for IEEE conference leaders

PROGRAM

April 4, 2025

InterContinental Budapest - Panorama IV room
(Hybrid event) 4:00 pm - 5:30 pm (CET)

Objective: The main purpose of this workshop is to provide information and guidance to develop a successful IEEE conference.

This workshop is part of a training program that IEEE R8 Conference Coordination Committee (CoCC) (<https://ieeer8.org/conference-coordination/>) is organizing in cooperation with IEEE CCE to support IEEE R8 Section chairs, Section Conference Coordinators, Chapter Chairs and other IEEE R8 Conference Leaders. Considering that run an IEEE conference is a great experience that can help all professionals in the field of technology and engineering, both IEEE and non-IEEE members, to build skills, enhance credibility and esteem, increase collaboration opportunities and disseminate knowledge and experiences.

16:00 – 16:05 Introduction - **Tiziana Tambosso** (R8 VC-Technical Activities)

16:05 – 16:35

How to propose and manage the technical program – **René Garello** (R8 CoCC Chair)

16:35 – 16:55

Sponsorship opportunities, conference approval and the role of Section Conference Coordinators - **Ilhem Kallel** (R8 CoCC member)

16:55 – 17:15

IEEE CEE (Conferences, Events & Experiences) Services – **Kelly Smith** (IEEE CEE, CMP)

17:15 – 17:30 Q&A

Slides of the presentations will be available for attendees, at the end of the workshop

It is recommended that the attendees watch the [Geo-Unit Conference Leadership Basics](https://ieee-elearning.org/totara/program/view.php?id=62)
<https://ieee-elearning.org/totara/program/view.php?id=62>

Other resources:

- Conferences, Events & Experiences (CEE) Website, <https://events.ieee.org/>
- Center for Leadership Excellence – The Technical Program Chair – suggested learning, <https://ieee-elearning.org/totara/program/required.php?id=28&userid=7499>